



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

## INVITES APPLICATIONS FOR: CODE ENFORCEMENT OFFICER

\$1,906.97 - \$2,002.37 - \$2,102.43 - \$2,207.59 - \$2,317.94  
(Bi-Weekly Salary)

**Final Filing Date: January 31, 2014, by 5:00 p.m.**

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The current Code Enforcement Officer position vacancy is in the Airport and Code Enforcement Department.  
*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Code Enforcement Officer classification or in similar classifications.*

**Position:**

Under general supervision of the Director of Airport and Code Enforcement or designee, seeks compliance with sections of the Hollister Municipal Code, ordinances and resolutions in such areas as planning, zoning, community nuisance, property maintenance, housing, signs, related areas, and performs related work as required.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge skills and abilities would be:

**Experience:** Two (2) years of experience dealing with the public in any of the following types of work: code enforcement, planning, building inspection, investigation, or other closely related field. Additional related experience may be substituted for the education requirement below to a maximum of one (1) year. Local government experience desired.

**Training:** Two (2) years of undergraduate course work from an accredited college or university (equivalent to 60 semester units or 90 quarter units) is highly desired.

**Special Requirements:** Essential duties require the following physical skills and work environment: ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, twist, climb, crawl, stoop, squat and lift 20lbs; exposure to noise, outdoors, dust, vibration, confining work space, chemicals, mechanical hazards, and electric hazards; ability to travel to difficult sites and locations. Work environment is expected to be office conditions 50% of time.

Bilingual skills are highly desirable.

**Physical and Other Requirements:** Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

**License & Certificate:** Possession of a valid Class C driver's license.

P.O.S.T Penal Code 832 certification will be required prior to the completion of the probationary period. Certification as a Code Enforcement Officer from an organization approved by the California Association of Code Enforcement Officers is desirable. Possession of Hazardous Waste Operations and Emergency Response (HAZWOPER) Training is desirable.

**Examples of Duties:**

Responds to public inquiries regarding permits and/or licenses, explains Hollister Municipal Code requirements and procedures. Ascertains and gathers facts related to applicable ordinance, codes, laws, rules, and regulations and determines and institutes proper action to be taken. Responds to and investigates complaints regarding violations of City ordinance; issues notices of violations; stipulates necessary changes for ordinance compliance; takes appropriate action to insure compliance. Prepares reports and recommendations on code enforcement matters, and gains voluntary compliance. Coordinates actions with other departments, jurisdictions or regulatory agencies. Prepares case information and presents evidence at appeal hearings and other legal proceedings. Explains, interprets, and makes presentations to community groups and businesses. Maintains records of applications, inspections, investigations, violations, hearings and related data. Performs field surveys and inspections related to above functions. Assists department staff in a variety of duties including researching and rewriting ordinances and performing a variety of office functions. Perform related duties and responsibilities.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 x24** Applications must be received in the Human Resources Division Office **by 5:00 p.m. on, January 31, 2014.** May download application: [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointments will be made from the employment list.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are not to resign or give notice to current employers until the medical exam and drug screening are successfully completed and passed. All medical records are maintained in a confidential manner.

**Medical/Dental/Vision Health Insurance:**

The City currently contributes towards medical, dental and vision insurance plans an amount equal to the employee-only premium based on the higher premium of either PEMHCA's PERS Choice or Blue Cross HMO in accordance with the City's IRS Code Section 125 Flexible Benefits/Cafeteria Plan. City contributes specified amounts for dependent health coverage.

**Retirement:** The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

**Vacation Leave:** 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Holidays:** Twelve and a half (12 ½) paid holidays per year.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

**Administrative Leave:** Eighty (80) hours of administrative leave for unit members per fiscal year.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

**Life Insurance:** City pays \$100,000 Life & AD&D Insurance.

**Bilingual Pay:** City pays \$125 per month upon assignment.

**Deferred Compensation:** Optional Voluntary 457 Plan available.

**Other Benefits:** Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE:** 12/18/13

